# LESSON 8:  Committee (Level 6) Review of the 1ˢᵗ E-Application

**Background**:  After the Level 1 Reviewer has rendered a positive recommendation for the application, the assigned Level 6 Committee Members, and then the Level 6 Committee Chair, will review and render their recommendation for approval of the requested privileges.

**Objective**:  To practice receiving, reviewing, and endorsing the requested privileges on the 1ˢᵗ e-application for a fictitious Provider, as various Members of a Committee.

**Exercise**:

*Step 1*:  Log on to CCQAS as the first Level 6 Reviewer (selected in Lesson 6).
Level 6 Committee Member #1:  _____.

*Step 2*:  Double-click on the "Task = *Application Ready for Review*."  The application will open, displaying the "Privileges" tab.

*Step 3*:  Review each tab in the application.  Information entered on all tabs will be view- or read-only, including the "Privileges" tab.

*Step 4*: Click on the "Comments" tab.  Each application-level comment entered by the Provider, the CC/MSSP/CM [PSV Role], and the Level 1 Reviewer will be reflected on the "Comments" tab.  To view a comment in detail, select "View Comment" from the hidden menu of actions for the comment record line.  Click <**Close**> to return to the "Comments" screen.

*Step 5*:  Click on the "Privileges" tab.  Each privilege item will be view-only, displaying each privilege requested by the Provider and each endorsement rendered by the Level 1 Reviewer.

*Step 6*:  After the application has been reviewed, click <**Recommend**>.  The "Reviewer Recommendation" screen will be returned.

*Step 7*:  On the "Reviewer Recommendation" screen, enter text in the **Comments** box and click <**Submit**>.  A warning message to verify completion of the task will be returned.  Click <**OK**>.  The work list will refresh and no open tasks will be displayed.

*Step 8*:  Log out of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

*Step 9*:  Repeat Steps 1 – 8 for the second Level 6 Reviewer (selected in Lesson 6).
Level 6 Committee Member #2:  _____.

*Step 10*:  Log on to CCQAS as the Level 6 Committee Chair (selected in Lesson 6).
Level 6 Committee Chair:  _____.

*Step 11*: Double-click on the "Task = *Application Ready for Review*." The application will open, displaying the "Privileges" tab.

*Step 12*: Review each tab in the application. Information entered on all tabs will be view- or read-only, including the "Privileges" tab.

*Step 13*: Click on the "Comments" tab. Each application-level comment entered by the Provider, the CC/MSSP/CM [PSV Role], the Level 1 Reviewer, and the other Level 6 Reviewers will be reflected on the "Comments" tab. To view a summary of the recommendations rendered to date, select "Recommendation Count" from the hidden menu of actions for <u>any</u> comment line. To close the "Recommendation Count" screen, click <**Close**>.

*Step 14*: After the application has been reviewed on the "Privileges" tab, click <**Recommend**>. [This can be done from <u>any</u> of the tabs at the top of the screen.] The "Reviewer Recommendation" screen will be returned.

*Step 15*: On the "Reviewer Recommendation" screen, enter text in the **Comments** box and click <**Submit**>. A warning message to verify completion of the task will be returned. Click <**OK**>. The work list will refresh and no open tasks will be displayed.

*Step 16*: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

**END OF LESSON**